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ABSTRACT

Various activities related to program registration, master plan amendment, and charter amendment requirements of the Regents of the University of the State of New York are described. The conditions that warrant each kind of activity and the necessary processes and steps are examined. Program registration (approval of a course of study) is explained and references to the Commissioner's Regulations are provided. Changes in the direction of the institution, the academic programs it offers, and the clientele it serves, require amendments to an institution's master plan. These changes include alterations in curriculum, courses of study, and degree requirements. Exceptions to these requirements are also detailed. Situations that require charter amendments are also discussed. Appended are: information to be submitted for registration of new general academic course programs; supporting information to be submitted for programs requiring master plan amendment; HEGIS classifications of academic subdivisions; and examples of situations requiring master plan amendment, charter amendment, and/or registration. (SF)

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THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12230

DEPUTY COMMISSIONER FOR
HIGHER AND PROFESSIONAL EDUCATION

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ED175343

January 15, 1976

No. 3

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS OF POSTSECONDARY EDUCATION INSTITUTIONS IN NEW YORK STATE

On June 14, 1973, I sent to each Chief Executive Officer a document concerning the procedures for the submission, review, and approval of proposals for new academic programs and other matters which required the amendment of an institution's master plan and/or its charter. Our purpose was to streamline the then existing procedures with a single procedure and minimize the time needed in considering proposals for approval.

We are revising the original document to clarify some questions raised with respect to actions requiring program registration, master plan amendment, and charter amendment. A copy of the revised document is enclosed. Please share it with appropriate officers at your institution and please feel free to contact me if you have any questions about the procedures outlined. The document does not alter existing policies and procedures.

Sincerely,

T. Edward Hollander

Enclosure

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HE 011 647

MASTER PLAN AMENDMENT, CHARTER AMENDMENT
AND PROGRAM REGISTRATION

I. INTRODUCTION

The Regents of The University of the State of New York have the legal responsibility to direct and coordinate the development of the postsecondary educational system of the State. The State Education Department, as the administrative agent of the Board of Regents, is responsible for the development of mechanisms designed to achieve the objectives and priorities of the Regents in a timely manner. The Department thus executes such functions as educational planning, program registration, and institutional chartering, in compliance with Education Law and with the Rules of the Regents and the Regulations of the Commissioner of Education.

This memorandum is intended to (1) describe the various activities related to program registration, master plan amendment, and charter amendment; (2) describe the conditions which warrant each kind of activity; and (3) describe the process and steps by which each is accomplished.

Proprietary and Similar Institutions

Proprietary and similar postsecondary institutions seeking to award degrees and to establish programs leading to degrees must receive permission from the Regents for each degree program. "Permission of the Regents" is an action similar to Master Plan Amendment, but is only applicable to institutions which are postsecondary (collegiate) in nature but of proprietary or similar character. Each such program must also be registered pursuant to Part 52 of the Regulations of the Commissioner.

II. ACTIVITY DESCRIPTIONS AND CONDITIONS

A. PROGRAM REGISTRATION

(Statutory Authority: Section 207 of the Education Law)

Registration means approval of a course of study (curriculum) in an institution of postsecondary education. Section 52.1 of the Regulations of the Commissioner of Education, promulgated under authority of Section 207 of the Education Law, requires that every curriculum offered by institutions of postsecondary education be registered.[1] Although approval is given for particular curricula and not for an institution as a whole, the registration process encompasses all significant aspects of an institution's educational enterprise. It is the chief means by which the Regents ensure that colleges and universities maintain quality standards. The standards expected of all programs are set forth in Section 52.2 of the Commissioner's Regulations. Subsequent sections of the Commissioner's Regulations (52.4-52.26) describe the registration standards for curricula which prepare students to enter the licensed professions, for teacher education, and for those curricula offered by highly specialized institutions.[2]

B. MASTER PLAN AMENDMENT

(Statutory Authority: Section 237 of the Education Law)

In the master plan of an institution, a document which must be submitted to the Regents every four years, the institution states its mission, goals, and objectives. The master plan describes the

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[1]As defined in Section 50.1(h) of the Regulations of the Commissioner of Education, "Course of study, curriculum, and program mean the formal educational requirements necessary to qualify for diplomas, certificates, and degrees. A course of study would include general education and/or specialized study in depth in a particular field." In order to evaluate a curriculum, the supporting resources (faculty, facilities, library, etc.) must also be evaluated and be integrally related to registration.

[2]See Appendix A, p.A-1 for a description of the information required of an institution by the Department in its qualitative review and analysis of a proposed new academic program.

direction of the institution, the academic programs it offers, and the clientele it serves. It establishes the purposes of the institution which are readily understood by all members of the institution's community and is flexible, being subject to modification, through amendment, as changing conditions warrant.

Acceptance of a master plan by the Regents should not be construed as Regents approval of projected new programs listed in it. Such approval requires specific action by the Regents. Whenever an institution wishes to expand its academic mission, i.e., initiate a new program in a new HEGIS major category; award a new degree; or engage in some activity not specifically approved in its master plan, such as establishing a branch campus, the institution's plans must be documented and a petition presented for Regents consideration. The petition for amendment of an institution's master plan must be approved by the Regents before such activities can be undertaken.[3]

The following sections on academic missions and programs, degrees, and major undertakings illustrate the types of actions which require the amendment of an institution's master plan and, in some cases, the amendment of the charter of an independent institution.

1. Academic Mission and Programs

The main purpose of master plan provision or amendment, as it pertains to curriculum development, is to establish as a matter of public

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[3]See Appendix B, p.B-1 for a description of the information required of an institution by the Department in support of a master plan amendment.

policy the major academic missions of an institution.[4] Therefore, master plan provision or amendment is the basic process for establishing the academic missions of institutions, in terms of major Higher Education General Information Survey (HEGIS) classification as listed in Appendix C.

The academic missions of an institution are those broad undertakings of the institution which correspond to any of the major-mission categories in the HEGIS classification. For the purpose of this memorandum, each academic program of an institution will be a "course of study" or a "curriculum" or a body of "formal educational requirements necessary to qualify for diplomas, certificates, or degrees" as set forth in the Regulations of the Commissioner (Section 50.1(h)). For purposes of administration, each academic program will also be identified and categorized in a manner corresponding to the detailed subclassifications or "minor categories" found within each of the respective HEGIS major-mission fields listed in Appendix C.[5]

For each of the HEGIS major-mission categories, specific approval by the Regents will be prerequisite to the first offering of any (1) baccalaureate academic program by an institution or (2) the first associate

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[4]Master plan "provision" means that an institution proposes new major undertakings in its quadrennial master plan submitted to the Regents. Master plan "amendment" means a new major undertaking proposed by an institution, submitted other than in the quadrennial master plan. Whether provided for in an institution's quadrennial master plan or submitted as a master plan amendment, every new program must be supported by the information outlined in Appendix B, p.B-1 and must be the subject of specific Regents approval.

[5]At a small liberal arts institution, for example, the academic missions (HEGIS major-mission fields) might include 0400 Biological Sciences; 1100 Foreign Languages; 1700 Mathematics, etc. Subclassifications (HEGIS minor category) would be, respectively, 0407 zoology; 1105 Spanish; 1702 statistics.

degree program, except where a baccalaureate program already exists, in each of the HEGIS major-mission categories listed in Appendix C, whether the program is proposed in a master plan or separately as an amendment to a master plan. Thereafter, the major mission category will be considered to be one of the academic missions of an institution, and once the academic program is registered, any subsequently proposed undergraduate academic program which corresponds to a subclassification found in that major-mission field will be reviewed as a matter of program registration, without requirement for further master plan amendment, unless included among the EXCEPTIONS listed on pages 7-8. For example, if Business and Management (HEGIS 0500) has been approved by the Regents as an academic mission of an institution, and one bachelor's program in that category has been registered, a proposal to establish a bachelor's program in another field of business (for example, insurance, HEGIS 0512) will be a registration matter only, assuming the institution already has appropriate degree powers.

In any instance in which an institution already is authorized to offer the bachelor's and master's degrees, and has registered programs in a given minor-category within a HEGIS major-category leading to the bachelor's degree, the addition of an academic program in the same HEGIS minor category leading to the master's degree will not require further master plan provision or amendment even if it would be the first master's degree program in the HEGIS major category. For example, if an institution with authority to award the Master of Science degree offers a Bachelor of Science degree in zoology (0407) and wishes to offer a Master of Science degree in zoology (0407), the only action to be taken would be registration. Since such a program would be the first master's degree program in a HEGIS major category, subsequent master's degree programs in the same major

category would require registration only. However, a new master's degree program in a HEGIS minor category where there is no bachelor's program in that category, which is also the first master's degree program in the HEGIS major category, requires a master plan amendment. For example, if an institution offers bachelor's programs only in nuclear physics (HEGIS 1904) and physical chemistry (HEGIS 1908) and wishes to establish a master's program in geology (HEGIS 1914), and offers no master's degree programs in this HEGIS major category, a master plan amendment is required.

In any instance in which a proposed master plan amendment is made for the purpose of entering a HEGIS major-mission field for the first time, the master plan amendment proposal will include one or more programs in a HEGIS minor-category, with full details of the proposed curriculum which will meet the standards for registration, provided the institution proposing the master plan amendment has within its organization professionally qualified personnel who will take responsibility for the implementation of the curriculum after approval of the master plan amendment and subsequent registration of the program. For example, if an institution which offers a range of programs in Business (HEGIS 0500) wishes to offer a program in Home Economics (HEGIS 1300), specifically consumer economics and home management (HEGIS 1304), and if the business faculty is competent to design the curriculum and teach the courses, the master plan amendment proposal will include full details of the proposed curriculum.

Where such personnel are not available at the institution proposing the master plan amendment, the amendment will be evaluated and acted upon on the basis of supporting material which does not include a full curriculum in registrable form, but which (1) lists the specific first program

or programs to be submitted for registration pursuant to master plan amendment; (2) describes the overall competence of the institution to establish such programs at a level of high quality; (3) provides general descriptions of the foreseeable programs to be offered within the major-mission field; and (4) describes in detail the projected resources which will be called upon in the design, development, and, eventually, the offering of the programs. Registration will then follow the master plan amendment as a separate action when full detail on personnel and other details are available.

See Appendix D for examples of situations which require a master plan amendment, a charter amendment, and/or registration.

EXCEPTIONS

In addition to the illustrations noted above, certain academic programs must be specifically approved as part of an institution's academic mission, either submitted to and specifically approved by the Regents in a master plan or in a master plan amendment:

(a) All proposed new academic programs leading to the doctorate, regardless of whether the program is or is not a major-mission field which already is among the academic missions of the institution;

(b) All proposed new academic programs falling within the HEGIS major-mission category of Health Professions (1200) that prepare students for licensure by the State Education Department, without regard to whether that major-mission field already is among the academic missions of the institution;

(c) All proposed new academic programs falling within the HEGIS major-mission category of Health Services and Paramedical Technologies (5200), to the extent the programs prepare students for licensure by the State Education Department, provided, however, that where a campus already is offering an approved academic program in this category at the associate

degree level, the addition of a corresponding program at the certificate level will require registration only, without requirement of master plan provision or amendment.

The following are registration matters only:

(d) If an institution is authorized to include Business and Commerce Technologies (HEGIS 5000) among its academic missions and offers one or more registered programs in that field, and wishes to offer a program in the Data Processing Technologies (5100), it will be a registration matter only;

(e) If an institution is authorized to include Mathematics (1700) on the baccalaureate level among its academic missions and offers one or more registered programs in that field, and wishes to offer a baccalaureate program in Computer and Information Sciences (0700), it will be a registration matter only.

2. Degrees

Apart from the submission and processing of academic mission or program proposals, Regents approval of a master plan provision or amendment will be prerequisite to the first use of any degree title by an institution (save for those exceptions already provided for in Section 3.50 of the Rules of the Regents). For example, master plan provision or amendment will be prerequisite to the offering of the Master of Business Administration degree if an institution only has prior Regents authorization to award the Bachelor of Arts, Bachelor of Science, and Master of Arts degrees. For independent institutions, a concurrent charter amendment may also be required if an institution does not have appropriate degree powers. Only those degrees listed in Section 3.50 of the Rules of the Regents are available for use in the State of New York.

3. Major Undertakings

The establishment of a new campus and/or a branch campus by an institution will be subject to specific master plan provision or amendment.

For the purposes of this memorandum, as defined in Section 50.1(m) of the Commissioner's Regulations, a branch campus means a unit of an institution, located at a place other than the institution's principal center; it is permanent in nature and offers courses for credit and programs leading to certificates or degrees; it is autonomous to the extent that it has its own faculty and administrative or supervisory organizations; it is dependent to the extent that the courses for credit and programs leading to certificates or degrees are offered by faculty who are members of academic departments or other equivalent academic subdivisions of the principal center of the institution and that such courses and programs are subject to the academic control of a single faculty organization for the whole institution or a designated representative group such as a faculty senate or faculty council.

Supporting material for a proposed new campus or branch campus will include full documentation as to the need for the new campus or branch campus, its academic program missions (HEGIS major-mission categories), the individual programs within each major-mission category, and the degrees initially contemplated to be awarded. In the case of a branch campus proposal, the supporting material will indicate whether the proposed programs and degrees are wholly within the existing approved degree and mission authorization of the parent campus. As previously discussed in this document, any additional program, not lying wholly within such approved missions of the parent campus, will be subject to separate registration and/or master plan amendment, pursuant to other provisions applicable to academic mission and programs.

Courses offered in extension do not require a master plan and/or charter amendment because of their limited and temporary nature, but institutions are requested to inform the State Education Department of the location of extension centers and/or extension courses.[6]

After approval of master plan provision or amendment for creation of a branch campus, such provision or amendment, including identification of the HEGIS major-missions and level of course work offered by the branch campus, the branch campus may install and operate academic programs pursuant to such major-mission authorizations.[7] Where an academic program at a branch campus is identical to a corresponding academic program registered and operational on the parent campus, and where the academic program is taught by a departmental faculty which is an integral part of a corresponding departmental faculty operational on the parent campus, and where the institutional branch programs of study are reviewed by a single college-wide faculty, the program at the branch campus can proceed to operate under the existing registration of the corresponding program on the parent campus. Otherwise each such academic program shall be subject to separate registration as prerequisite to operation and enrollment of students as majors in the program.

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[6] Extension center means a site other than the principal center of an institution or any of its branch campuses at which individual extension courses are offered on a limited and temporary basis for the convenience of students. Extension course means an individual course offered for credit or non-credit under the administrative and supervisory direction of a college or university at a location other than the principal center of the college or university or any of its branch campuses on a limited and temporary basis for the convenience of students (Section 50.1, Regulations of the Commissioner of Education).

[7] No institution shall establish a branch campus unless it is authorized by its charter to establish such branch campus or, in the case of a public institution, by its master plan as approved by the Regents and the Governor (Section 50.4 of the Regulations of the Commissioner of Education).

C. CHARTER AMENDMENTS[8]

(Statutory Authority: Section 216 of the Education Law)

Incorporation by the Regents of colleges, universities, and other postsecondary institutions is evidenced by the issuance of a charter. Each corporation created by the Regents possesses the corporate powers enumerated in and conferred by its charter or certificace of incorporation, together with those additional powers conferred by law upon corporations created pursuant to the Education Law.

The charter of an independent college or university defines the basic authority of the institution with respect to the scope of its program offerings and the degree(s) it may award. In relation to program registration, the following conditions warrant amendment of an institution's charter:

1. If it seeks to extend its program offerings to new degree levels (e.g., a two-year college seeking baccalaureate powers or an undergraduate institution seeking to offer graduate degrees) or to expand into new fields (e.g., medicine, dentistry, law, etc.) not authorized by its charter;

2. If an institution seeks to change its location or offer programs at a branch campus;

3. If an institution wishes to engage in any program activity beyond the limitations imposed by its charter.

Other conditions not related to programs, such as changing the number of trustees on the board, may require an amendment of an institution's charter.

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[8]Applies to independent colleges and universities only. Sections 6201 and 354 of the Education Law establish provisions for The City University of New York and the State University of New York.

III. PROCESS FOR NEW PROGRAM APPROVAL

A. SUPPORTING MATERIALS

Each institution will submit supporting materials in the following manner:

1. Material in support of a proposed program for REGISTRATION will be developed primarily to demonstrate at a professional level the soundness of the proposed curriculum in accordance with appropriate sections of Part 52 of the Commissioner's Regulations (see Appendix A).

2. Material in support of a proposed MASTER PLAN AMENDMENT will be developed primarily to demonstrate the need, feasibility, and appropriateness of the undertaking, in terms of the State and regional public interest (see Appendix B).[9]

3. Material in support of a proposal for a MAJOR UNDERTAKING, such as a new branch campus, will include the proposed programmatic missions of the campus identified in terms of the HEGIS classification and the particular degrees proposed.

B. PROCEDURES

The procedure for submitting a request to the Education Department for the approval of a new or revised program is as follows:

1. For independent degree-granting institutions, including proprietary and similar institutions, a formal request for approval of the program

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[9] Chief Executive Officer Memorandum No. 26 of the Commissioner of Education (October 3, 1975), emphasized that "Institutions that admit students, hire faculty, or lease, build, or convert facilities in advance of master plan approval risk serious embarrassment and economic loss, and may be subject to legal action. The Regents will use the statutory powers available to them against institutions that violate the State's Education Law."

should be submitted by the institution's president (chief executive officer), or an official designated to act on his behalf, to the

Deputy Commissioner for
Higher and Professional Education
New York State Education Department
99 Washington Avenue, Room 1910
Albany, New York 12230

In the case of the City and State Universities, the formal request should be submitted by the respective Chancellor or his central staff designee.

2. The letter requesting program approval, to be sent to the Deputy Commissioner for Higher and Professional Education, should contain: (1) the program name; (2) suggested HEGIS code number; (3) degree to be awarded; (4) proposed initial offering date; (5) a list of other programs already registered within the same major HEGIS taxonomy field (listed by HEGIS code number and name); and (6) supporting information as noted in Appendices A & B.

3. The Deputy Commissioner will advise an institution within a month of receipt when a proposal requires master plan amendment and/or charter amendment if such actions are not requested by an institution.

4. If the proposed action requires a master plan and/or charter amendment, the Department will prepare a formal recommendation to the Regents following the review and analysis of the supporting information provided by the institution. A three-month period should be considered the minimum time period for processing a proposed master plan or charter amendment. An institution wishing to offer a new program in September of a given year must submit its proposal no later than the preceding February 1.

5. Upon receipt of a formal letter of program registration from the Department (subsequent to Regents action if a master plan amendment), the institution may advertise, solicit students and commence operation of the program.[10]

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[10]Following Regents approval, master plan amendments involving the City and State Universities must also be approved by the Governor and the State Education Department cannot register a proposed program until the Governor has approved the master plan amendment.

APPENDIX A

INFORMATION TO BE SUBMITTED FOR REGISTRATION OF NEW GENERAL ACADEMIC PROGRAMS[1]

The information requested below is necessary to enable the Department to evaluate proposed programs as quickly as possible. The questions concerning need are intended to provide assurance that an institution has carefully considered the implications of a proposed program. The specific questions under No. 2 are intended to apply principally to graduate programs, programs that are oriented to specific careers or professions, and programs in fields of limited student interest rather than to traditional undergraduate fields of study.

1. Purpose: Describe fully the precise purpose of the proposed program. Describe the relationship between the new program and ongoing programs, with assurances that it will not strain existing resources, either financial or academic. Note whether the proposed program will replace any existing program(s).

2. Need: Submit a justification as to why the proposed program is needed in terms of the clientele it will serve and in terms of the area in which it is to be located and, if appropriate, in the State as a whole. Explain why the need is not now being met by other institutions and describe to what extent such need will be met if the program is established. Describe and document how the need was measured. In addition:

   a) Specify the number of students (either currently enrolled at the institution requesting the program, at other institutions, or from other sources) who have requested that this program be established or the other reasons that led the institution to develop the proposal;

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[1] NOTE: The questions contained in this appendix are to be answered by institutions submitting a formal request for registration of a general academic program. In the case of a Teacher Education program or any program requiring professional licensure and/or certification, a supplementary information questionnaire will be provided for completion by the institution.

b) Indicate, if the program is career or professionally oriented, the potential employers of persons trained in the discipline(s) who have requested establishment of the program, and their specific employment needs;

c) Note other institutions in the same region offering similar programs and indicate whether you have consulted with them on the potential impact upon such programs.

3. Internal Evaluation: Describe provisions by the institution for periodic review of the academic quality and effectiveness of its own program, including evidence of student achievement, accomplishments of graduates, faculty performance, and other bases for decision-making, as stated in the Regulations of the Commissioner of Education.[2]

4. Description of the costs of the new program:

a) Estimate the first-year, itemized cost of the proposed program. How much of each item will be absorbed in current budgets and how much will be newly appropriated monies?

b) Estimate the annual cost and anticipated income of the program for the five years following its first year. Explain the rationale for your estimates.

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[2]Section 52.1(b): "All curricula must show evidence of careful planning. Institutional goals and the objectives of each curriculum and of all other courses will be clearly defined and published, and a reviewing system will be devised to estimate the success of students and faculty in achieving them. The content and duration of programs shall be designed to implement their purposes. All new curricula will be consistent with the Regents Statewide Plan in meeting a pattern of statewide and local need."

The Division of Academic Program Review also has available for distribution guidelines for "Early Admission" and for "Awarding Credit for Knowledge Gained from Work and Life Experience."

5. Preparations: Specify a budgetary commitment that states sources of revenue as well as outlays, to insure that the students admitted will have the opportunity to complete the program.
6. Student body to be served: Describe the student body to be served, admissions standards, and selection procedures, and provisions for students' academic supervision and counseling during their affiliation with the institution.
7. Curriculum and course outlines: Submit curriculum and course outlines, including the requirements and the number of terms necessary to qualify for the degree.
8. Faculty: Specify staffing for the proposed program, with vitae, including highest degrees, educational experience and scholarly contributions and recognition. If faculty has not been recruited, specify the number of new positions to be established and ranks.
9. Funding: Describe the funding of additional staff requirements.
10. Library support and other facilities: Describe resources available or needed for the program, with an analysis of income and costs related directly and indirectly to the program.

GRADUATE PROGRAMS

For graduate programs, provide the following information in addition to the above.

11. External evaluation: Submit a report by a recognized authority (for doctoral programs, two outside reviewers) in the discipline, as recommended by an appropriate independent body, such as the Council of Graduate Schools, or approved by the State Education Department, that evaluates the quality and viability of the program and its staff, facilities, and other resources.

a) Is the program in conformance with current guidelines of the State Education Department for review of master's programs and of doctoral programs,[3] or does it meet some other acceptable standard?

b) Are existing facilities adequate to offer the program or will additional resources be required? What will be the total five-year cost of such resources and what are the anticipated sources of funding?

12. Funding: Describe support for special costs, such as financial aid for students, beyond those of the undergraduate programs.

13. Cooperative activities: Describe past efforts and future potential for cooperation with other institutions in the proposed program area.

14. Minimum Standards: Provide evidence that the proposed program is consistent with the relevant parts of Section 52.2 in the Regulations of the Commissioner of Education.[4]

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[3]These materials are available from the Bureau of College Evaluation and the Doctoral Program Office respectively.

[4](c) (3) In senior colleges and universities, except where other standards pertain, at least one faculty member in each instructional program must hold the doctorate in the appropriate field. Each member of the instructional staff is expected to be actively engaged in a study of his professional interests. To be appointed to the graduate faculty, a scholar shall have achieved the doctoral degree or have demonstrated, in other widely recognized ways, his special competence in the field in which he directs graduate students.

(c) (5) Due recognition shall be given to the total responsibilities of the professional staff. Each member must be allowed adequate time to broaden his professional knowledge, for the preparation of course material, for the supervision of teaching, and for the direction of independent study, dissertations, etc., in accordance with his talents and responsibilities.

(e) (3) Credit toward a graduate degree shall be earned only through work designed expressly for graduate students, in their areas of specialization, and enrollment of qualified undergraduates in graduate level courses shall be strictly controlled by appropriate institutional policies. Institutions shall establish prerequisites for this work when necessary. The filling of deficiencies through undergraduate work may not be given graduate credit.

(e) (4) Research or comparable professional achievement shall be incorporated as an element in graduate programs.

(f) (3) Master's degree programs shall require one academic year of graduate level study or an equivalent that can be shown to accomplish the same goals. The requirements for a master's degree shall normally include one of the following: passing a comprehensive test, writing a thesis based on independent research, or completion of an appropriate special project.

(f) (4) In general, doctoral programs shall require three academic years of graduate level study, or an equivalent that can be shown to accomplish the goals. Doctoral studies shall include the production of a substantial report on research, or the independent investigation of a topic of significance to the field of study, or the production of an appropriate creative work, or the development of advanced professional skills.

APPENDIX B

SUPPORTING INFORMATION TO BE SUBMITTED
FOR PROGRAMS REQUIRING MASTER PLAN AMENDMENT

1. PROGRAM: State the complete title of the proposed program, the degree(s) to be awarded, and the suggested HEGIS minor-category code number. List other currently offered programs in the same HEGIS major-category. Describe the relationship and compatibility of the proposed program with the mission of the institution as set forth in the institution's master plan.

2. APPROVAL: Note evidence of approval by appropriate institutional bodies (undergraduate and/or graduate councils, board of trustees, etc.) to offer the new program.

3. PURPOSE: Describe fully the precise purpose of the proposed program. Describe the relationship between the new program and ongoing programs, with assurances that it will not strain existing resources, either financial or academic. Note whether the proposed program will replace any existing program(s).

4. NEED: Submit a justification as to why the proposed program is needed in terms of the clientele it will serve and in terms of the area in which it is to be located and in the State as a whole. Explain why the need is not now being met by other institutions and describe to what extent such need will be met if the program is established. Describe and document fully and completely how the need was measured. In addition:

    a) Specify the number of students (either currently enrolled at the institution requesting the program, at other institutions; or from other sources) who have requested that this program be established;

b) Indicate potential employers of persons trained in the discipline(s) who have requested establishment of the program and their specific employment needs;

c) Note other institutions in the same region offering similar programs and indicate any potential impact upon such programs.

5. FACULTY: Indicate by number and by academic rank the faculty to be engaged to offer the new program for a five-year period. Distinguish between existing faculty and new faculty who will be needed to offer the program.

6. ENROLLMENT:

a) Project the expected enrollment, by class year, for a five-year period. Indicate the ultimate enrollment goal for this program and for the institution as a whole. Note whether the proposed enrollment for the new program will increase the enrollment goals for the institution or, if not, what impact it will have on other programs.

b) Indicate the anticipated origin of the students in the program by (1) the county in which the institution is located, (2) the remainder of the Regents region in which the program will be offered, (3) the remainder of the State, and (4) out-of-state.

7. FACILITIES AND EQUIPMENT: List the facilities and equipment available at present which will be utilized to support the program and the facilities and equipment which must be acquired during the next five years. Indicate cost and specific sources of funding.

8. LIBRARY: Indicate the initial collection and annual growth of the library collection needed to support the program for a five-year period.

9. FINANCIAL IMPLICATIONS:

a) Prepare a five-year estimate of expenditures, including such items as faculty salaries, administrative costs, facilities and equipment costs, library costs, and any other expenditures connected with the program.

b) Prepare a five-year estimate of revenues to support the program, including tuition income, governmental appropriations (federal, state, and local), foundation support, and any other sources of income. In the event a proposed program is wholly or partially funded by outside sources, note how the costs of the program will be covered should such funds cease to be available.

Appendix C
HEGIS Classifications

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

0100 AGRICULTURE and NATURAL RESOURCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the production of food and management of natural fiber, plant, forest, and wildlife resources.

0101 Agriculture, general
0102 Agronomy (field crops, and crop management)
0103 Soils science (management and conservation)
0104 Animal science (husbandry)
0105 Dairy science (husbandry)
0106 Poultry science
0107 Fish, game, and wildlife management
0108 Horticulture (fruit and vegetable production)
0109 Ornamental horticulture (floriculture, nursery science)
0110 Agricultural and farm management
0111 Agricultural economics
0112 Agricultural business
0113 Food science and technology
0114 Forestry
0115 Natural resources management
0116 Agriculture and forestry technologies (baccalaureate and higher programs)
0117 Range management
0199 Other, specify

0200 ARCHITECTURE and ENVIRONMENTAL DESIGN

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with training for a profession in designing buildings, communities, parks, and other manmade aspects of the physiosocial environment.

0201 Environmental design, general
0202 Architecture
0203 Interior design
0204 Landscape architecture
0205 Urban architecture
0206 City, community, and regional planning
0299 Other, specify

0300 AREA STUDIES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with programs designed to study cultures indigenous to specific geographic regions.

0301 Asian studies, general
0302 East Asian studies
0303 South Asian (India, etc.) studies
0304 Southeast Asian studies
0305 African studies
0306 Islamic studies
0307 Russian and Slavic studies
0308 Latin American studies
0309 Middle Eastern studies
0310 European studies, general
0311 Eastern European studies
0312 West European studies
0313 American studies
0314 Pacific area studies
0399 Other, specify

0400 BIOLOGICAL SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the science of life or living matter in all its forms and phenomena especially with regard to the origin, growth, reproduction, and structure of life forms.

0401 Biology, general
0402 Botany, general
0403 Bacteriology
0404 Plant pathology
0405 Plant pharmacology
0406 Plant physiology
0407 Zoology, general
0408 Pathology, human and animal
0409 Pharmacology, human and animal
0410 Physiology, human and animal
0411 Microbiology
0412 Anatomy
0413 Histology
0414 Biochemistry
0415 Biophysics
0416 Molecular biology
0417 Cell biology (cytology, cell physiology)
0418 Marine biology
0419 Biometrics and biostatistics
0420 Ecology
0421 Entomology
0422 Genetics
0423 Radiobiology
0424 Nutrition, scientific (excludes nutrition in home economics and dietetics)
0425 Neurosciences
0426 Toxicology
0427 Embryology
0499 Other, specify

0500 BUSINESS and MANAGEMENT

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to the organization, operation, administration, and control of private and public organizations.

0501 Business and commerce, general
0502 Accounting
0503 Business statistics
0504 Banking and finance
0505 Investments and securities
0506 Business management and administration
0507 Operations research
0508 Hotel and restaurant management
0509 Marketing and purchasing
0510 Transportation and public utilities
0511 Real estate
0512 Insurance
0513 International business
0514 Secretarial studies (baccalaureate and higher programs)
0515 Personnel management
0516 Labor and industrial relations
0517 Business economics
0599 Other, specify

0600 COMMUNICATIONS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to collection, preparation, and presentation of ideas and information intended for popular consumption through mass media.

0601 Communications, general
0602 Journalism (printed media)
0603 Radio/television
0604 Advertising
0605 Communication media (use of videotape, films, etc., oriented specifically toward radio/television)
0699 Other, specify

0700 COMPUTER and INFORMATION SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, course work, research projects, etc. having to do with the design, development, and application of computer capabilities to data storage and manipulation and related computational procedures.

0701 Computer and information sciences, general
0702 Information sciences and systems
0703 Data processing
0704 Computer programming
0705 Systems analysis
0799 Other, specify

0800 EDUCATION

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations.

0801 Education, general
0802 Elementary education, general
0803 Secondary education, general
0804 Junior high school education
0805 Higher education, general
0806 Junior and community college education
0807 Adult and continuing education
0808 Special education, general
0809 Administration of special education
0810 Education of the mentally retarded
0811 Education of the gifted
0812 Education of the deaf
0813 Education of the culturally disadvantaged
0814 Education of the visually handicapped
0815 Speech correction
0816 Education of the emotionally disturbed
0817 Remedial education
0818 Special learning disabilities
0819 Education of the physically handicapped
0820 Education of the multiple handicapped
0821 Social foundations (history and philosophy of education)
0822 Educational psychology (include learning theory)
0823 Pre-elementary education (kindergarten)
0824 Educational statistics and research
0825 Educational testing, evaluation and measurement
0826 Student personnel (counseling and guidance)
0827 Educational administration
0828 Educational supervision
0829 Curriculum and instruction
0830 Reading education (methodology and theory)
0831 Art education (methodology and theory)
0832 Music education (methodology and theory)
0833 Mathematics education (methodology and theory)
0834 Science education (methodology and theory)
0835 Physical education
0836 Driver and safety education
0837 Health education (include family life education)
0838 Business, commerce, and distributive education
0839 Industrial arts, vocational, and technical education
0899 Other, specify

0900 ENGINEERING

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the practical application of basic scientific knowledge to the design, production, and operation of systems intended to facilitate man's control and use of his natural environment.

0901 Engineering, general
0902 Aerospace, aeronautical and astronautical engineering
0903 Agricultural engineering
0904 Architectural engineering
0905 Bioengineering and biomedical engineering
0906 Chemical engineering (include petroleum refining)
0907 Petroleum engineering (exclude petroleum refining)
0908 Civil, construction, and transportation engineering
0909 Electrical, electronics, and communications engineering
0910 Mechanical engineering
0911 Geological engineering
0912 Geophysical engineering
0913 Industrial and management engineering
0914 Metallurgical engineering
0915 Materials engineering
0916 Ceramic engineering
0917 Textile engineering
0918 Mining and mineral engineering
0919 Engineering physics
0920 Nuclear engineering
0921 Engineering mechanics
0922 Environmental and sanitary engineering
0923 Naval architecture and marine engineering
0924 Ocean engineering
0925 Engineering technologies (baccalaureate and higher programs)
0999 Other, specify

1000 FINE and APPLIED ARTS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the creation and appreciation of the diverse modes of communicating ideas and emotions by means of stylized, visual, and non-visual representations and symbols.

1001 Fine arts, general
1002 Art (painting, drawing, sculpture)
1003 Art history and appreciation
1004 Music (performing, composition, theory)
1005 Music (liberal arts program)
1006 Music history and appreciation (musicology)
1007 Dramatic arts
1008 Dance
1009 Applied design (ceramics, weaving, textile design, fashion design, jewelry, metalsmithing, interior decoration, commercial art)
1010 Cinematography
1011 Photography
1099 Other, specify

1100 FOREIGN LANGUAGES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to mastery of a language other than English or related to the study of a foreign culture through exploration of the literature of that culture as expressed in the vernacular language.

1101 Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
1102 French
1103 German
1104 Italian
1105 Spanish
1106 Russian
1107 Chinese

1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian languages
1115 Slavic languages (other than Russian)
1116 African languages (non-Semitic)
1199 Other, specify

1200 HEALTH PROFESSIONS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the maintenance and restoration of physical and mental health.

1201 Health professions, general
1202 Hospital and health care administration
1203 Nursing (baccalaureate and higher programs)
1204 Dentistry, D.D.S. or D.M.D. degree
1205 Dental specialties (work beyond first-professional degree, D.D.S. or D.M.D.)
1206 Medicine, M.D. degree
1207 Medical specialties (work beyond first-professional degree, M.D.)
1208 Occupational therapy
1209 Optometry
1210 Osteopathic medicine, D.O. degree
1211 Pharmacy
1212 Physical therapy
1213 Dental hygiene (baccalaureate and higher programs)
1214 Public health
1215 Medical record librarianship
1216 Podiatry (Pod.D. or D. P.) or podiatric medicine (D.P.M.)
1217 Biomedical communication
1218 Veterinary medicine (D.V.M. degree)
1219 Veterinary medicine specialties (work beyond first-professional degree, D.V.M.)
1220 Speech pathology and audiology
1221 Chiropractic
1222 Clinical social work (medical and psychiatric and specialized rehabilitation services)
1223 Medical laboratory technologies (baccalaureate and higher programs)
1224 Dental technologies (baccalaureate and higher programs)
1225 Radiologic technologies (baccalaureate and higher programs)
1299 Other, specify

1300 HOME ECONOMICS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the theory and practice of family and home care including the science of foods, home decoration and management, and child care.

1301 Home economics, general
1302 Home decoration and home equipment
1303 Clothing and textiles
1304 Consumer economics and home management
1305 Family relations and child development
1306 Foods and nutrition (include dietetics)
1307 Institutional management and cafeteria management
1399 Other, specify

1400 LAW

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with instruction in the legal customs, practices, and rules of society and states for the purpose of pursuing a career in jurisprudence.

1401 Law, general
1499 Other, specify

1500 LETTERS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with English language and literature and value systems related to ancient and modern cultures.

1501 English, general
1502 Literature, English
1503 Comparative literature
1504 Classics
1505 Linguistics (include phonetics, semantics, and philology)
1506 Speech, debate, and forensic science (rhetoric and public address)
1507 Creative writing
1508 Teaching of English as a foreign language
1509 Philosophy
1510 Religious studies (exclude theological professions)
1599 Other, specify

1600 LIBRARY SCIENCE

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with instruction in the professional skills required to organize collections of books and related materials and the training necessary for providing services related to them.

1601 Library science, general
1699 Other, specify

1700 MATHEMATICS

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the science of numbers and space configurations and their operations, measurement, relationships, and abstractions.

1701 Mathematics, general
1702 Statistics, mathematical and theoretical
1703 Applied mathematics
1799 Other, specify

1800 MILITARY SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with techniques and skills unique to the pursuit of a professional career as a military officer.

1801 Military science (Army)
1802 Naval science (Navy, Marines)
1803 Aerospace science (Air Force)
1899 Other, specify

1900 PHYSICAL SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with the basic nature of matter, energy, and associated phenomena.

1901 Physical sciences, general
1902 Physics, general (exclude biophysics)
1903 Molecular physics
1904 Nuclear physics

1905 Chemistry, general (exclude biochemistry)
1906 Inorganic chemistry
1907 Organic chemistry
1908 Physical chemistry
1909 Analytical chemistry
1910 Pharmaceutical chemistry
1911 Astronomy
1912 Astrophysics
1913 Atmospheric sciences and meteorology
1914 Geology
1915 Geochemistry
1916 Geophysics and seismology
1917 Earth sciences, general
1918 Paleontology
1919 Oceanography
1920 Metallurgy
1999 Other, specify

2000 PSYCHOLOGY

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with behavioral and mental processes.

2001 Psychology, general
2002 Experimental psychology (animal and human)
2003 Clinical psychology
2004 Psychology for counseling
2005 Social psychology
2006 Psychometrics
2007 Statistics in psychology
2008 Industrial psychology
2009 Developmental psychology
2010 Physiological psychology
2099 Other, specify

2100 PUBLIC AFFAIRS and SERVICES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to developing and improving competencies in the management and operation of governmental agencies.

2101 Community services, general
2102 Public administration
2103 Parks and recreation management
2104 Social work and helping services (other than clinical social work)
2105 Law enforcement and corrections (baccalaureate and higher programs)
2106 International public service (other than diplomatic service)
2199 Other, specify

2200 SOCIAL SCIENCES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. having to do with all aspects of the past and present activities, conduct, interactions, and organizations of humans.

2201 Social sciences, general
2202 Anthropology
2203 Archaeology
2204 Economics
2205 History
2206 Geography
2207 Political science and government
2208 Sociology
2209 Criminology
2210 International relations
2211 Afro-American (black culture) studies
2212 American Indian cultural studies
2213 Mexican-American cultural studies
2214 Urban studies
2215 Demography
2299 Other, specify

2300 THEOLOGY

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. related to preparation and training for a religious vocation.

2301 Theological professions, general
2302 Religious music
2303 Biblical languages
2304 Religious education
2399 Other, specify

4900 INTERDISCIPLINARY STUDIES

Subject field designations which characterize students, faculty, facilities, degree programs, research projects, etc. involving more than one major discipline without primary concentration in any one area.

4901 General liberal arts and sciences
4902 Biological and physical sciences
4903 Humanities and social sciences
4904 Engineering and other disciplines
4999 Other, specify

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

5000 BUSINESS and COMMERCE TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for commercial, business, or secretarial occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5001 Business and commerce technologies, general
5002 Accounting technologies
5003 Banking and finance technologies
5004 Marketing, distribution, purchasing, business, and industrial management technologies
5005 Secretarial technologies (include office machines training)
5006 Personal service technologies (stewardess, cosmetologist, etc.)
5007 Photography technologies
5008 Communications and broadcasting technologies (radio/television, newspapers)
5009 Printing and lithography technologies
5010 Hotel and restaurant management technologies
5011 Transportation and public utility technologies
5012 Applied arts, graphic arts, and fine arts technologies (include advertising design)
5099 Other, specify

5100 DATA PROCESSING TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for data processing or related occupations at the

semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5101 Data processing technologies, general
5102 Key punch operator and other input preparation technologies
5103 Computer programmer technologies
5104 Computer operator and peripheral equipment operation technologies
5105 Data processing equipment maintenance technologies
5199 Other, specify

5200 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for health service related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5201 Health services assistant technologies, general
5202 Dental assistant technologies
5203 Dental hygiene technologies
5204 Dental laboratory technologies
5205 Medical or biological laboratory assistant technologies
5206 Animal laboratory assistant technologies
5207 Radiologic technologies (X-ray, etc.)
5208 Nursing, R.N. (less than 4-year program)
5209 Nursing, practical (L.P.N. or L.V.N.—less than 4-year program)
5210 Occupational therapy technologies
5211 Surgical technologies
5212 Optical technologies (include ocular care, ophthalmic, optometric technologies)
5213 Medical record technologies
5214 Medical assistant and medical office assistant technologies
5215 Inhalation therapy technologies
5216 Psychiatric technologies (include mental health aide programs)
5217 Electro diagnostic technologies (include E.K.G., E.E.G., etc.)
5218 Institutional management technologies (rest home, etc.)
5219 Physical therapy technologies
5299 Other, specify

5300 MECHANICAL and ENGINEERING TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for mechanical and engineering related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5301 Mechanical and engineering technologies, general
5302 Aeronautical and aviation technologies
5303 Engineering graphics (tool and machine drafting and design)
5304 Architectural drafting technologies
5305 Chemical technologies (include plastics)
5306 Automotive technologies
5307 Diesel technologies
5308 Welding technologies
5309 Civil technologies (surveying, photogrammetry, etc.)
5310 Electronics and machine technologies (television, appliance, office machine repair, etc.)
5311 Electromechanical technologies
5312 Industrial technologies
5313 Textile technologies
5314 Instrumentation technologies
5315 Mechanical technologies
5316 Nuclear technologies
5317 Construction and building technologies (carpentry, electrical work, plumbing, sheet metal, air conditioning, heating, etc.)
5399 Other, specify

5400 NATURAL SCIENCE TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs, etc. specifically associated with development of skills required for natural science related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5401 Natural science technologies, general
5402 Agriculture technologies (include horticulture)
5403 Forestry and wildlife technologies (include fisheries)
5404 Food services technologies
5405 Home economics technologies
5406 Marine and oceanographic technologies
5407 Laboratory technologies, general
5408 Sanitation and public health inspection technologies (environmental health technologies)
5499 Other, specify

5500 PUBLIC SERVICE RELATED TECHNOLOGIES

Subject field designations which characterize students, faculty, facilities, degree and certificate programs etc. specifically associated with development of skills required for public service related occupations at the semiprofessional level. Two years of preparation beyond high school are usually sufficient for entrance into these occupational fields.

5501 Public service technologies, general
5502 Bible study or religion-related occupations
5503 Education technologies (teacher aide and 2-year teacher training programs)
5504 Library assistant technologies
5505 Police, law enforcement, corrections technologies
5506 Recreation and social work related technologies
5507 Fire control technology
5508 Public administration and management technologies
5599 Other, specify

Appendix D

Examples of Situations Requiring Master Plan Amendment, Charter Amendment, and/or Registration

Institution "X" - An Independent College
(Degrees Authorized: B.A., B.S., M.A.)

Programs Authorized	Programs Proposed	Action Required: Master Plan Amendment	Action Required: Charter Amendment	Action Required: Registration
0400 Biological Sciences				
0401 Biology General (B.S.)				
0407 Zoology (B.S.)	0407 Zoology (M.S.)	X	X	X
0500 Business				
0502 Accounting (B.S.)	0502 Accounting (M.S.)	X	X	X
0504 Banking (B.S.)				
0512 Insurance (B.S.)	0512 Insurance (M.A.)			X
1100 Foreign Languages				
1102 French (B.A.)	1102 French (M.A.)			X
1104 Italian (B.A.)				
1105 Spanish (B.A.-M.A.)	1105 Spanish (Ph.D.)	X	X	X
	1109 Latin (M.A.)	X		X
	1110 Greek (B.A.)			X
1200 Health Professions				
1202 Hospital Admin.(B.S.)				
1211 Pharmacy (B.S.)				
	1203 Nursing (B.S.)	X		X
	1223 Medical Tech. (B.S.)			X
1500 Letters				
1501 English (B.A.)				
1509 Philosophy (B.A.)	1509 Philosophy (M.A.)			X
	1507 Creative Writing (M.A.)	X		X
1700 Mathematics				
1701 Mathematics (B.S.)				
	1702 Statistics (M.S.)	X	X	X
1900 Physical Sciences				
1902 Physics (B.S.)	1902 Physics (M.A.)			X
1905 Chemistry (B.S.				
	1911 Astronomy (B.S.)			X
1914 Geology (B.S.)	1914 Geology (M.S.)	X	X	X
2000 Psychology				
	2001 Psychology (B.A.)	X		X
2200 Social Sciences				
2205 History (B.A.)				
2207 Political Sci. (B.A.)				
	2206 Geography (B.A.)			X
	2208 Sociology (B.A.-M.A.)	X		X